



REQUEST FOR FAMILY MEDICAL LEAVE (FMLA) FORMS MIS FORMS #306 AND #307

When completing the Request for Family Medical Leave Form (MIS #306) you must complete the top portion of the form. The remainder of this form will be completed by the District.

If FMLA is requested for your own serious health condition which prevents you from performing the functions of your job, or for the serious health condition of your child, or for a parent or spouse for which you are needed to provide care, submit both the Request for Family and Medical Leave Form (MIS Form #306) and the Certification of Health Care Provider (MIS Form #307) to the Office of Human Resources and Educator Quality.

If FMLA is requested for the serious health condition of a family member (child, parent or spouse), please note on the bottom of the reverse side of the Certification of Health Care Provider form where it asks for the care that will be provided to the family member and estimated time. Please complete this section if it applies to your FMLA application.

On the Certification of Health Care Provider Form, your physician or his designated staff member must give a detailed answer to all questions asked. Vague phrases are not adequate. This form must be signed by your physician.

Without specific details, eligibility for FMLA could be delayed or denied because of insufficient information. Be sure your physician understands the necessity for detailed information.

If FMLA is requested for birth and care of a child, adoption and care of a child, or placement and care of a child in foster care, MIS Form #307 is not necessary. However, in the case of adoption or foster care placement, legal documentation must be provided.

IMPORTANT: Before Family Medical Leave can be approved, you and your school or department must have submitted a leave of absence of the Human Resources Department including projected dates of absence.

Thank you for your cooperation. By following the above procedures, your request for FMLA will be processed in an efficient and timely manner.